

TDOT Environmental Division
2018 3-Year Continuing On-Call Consulting Contracts
Responses to Submitted Questions - Proposals

Air Noise

1. Other than item 6, should sub-consultant information be included when responding to the DT-0330 Part II additional requirements or only the Prime?

Sub-consultant information does not need to be included in the DT-0330 unless the sub-consultant is an integral and permanent part of the team, and their expertise is needed to meet the requirements of the proposal. However, only the prime consultant will be rated.

Archaeology

1. Are there any page limits, type size, or other restrictions on our submittal, beyond the limit of 3 pages for each architectural historian's resume?

There are no limits on resume length for the Archaeology section.

2. Should DBE information pertaining to the prime contractor be included as well in Section C of the DT-330?

DBE Ratings will not be applied to the prime contractor.

3. If individual service is not offered by us (such as 3D printing), we do not have to list the actual sub-contractor we would use for the service at this time? Answers such as "yes, we offer the service" or "no, we will use sub" will suffice for this section?

Correct; this question aims to understand what services or capabilities you have in-house and what you have to subcontract.

4. To confirm- this info will be provided in a list showing project name/location only? No project descriptions required? Is there an approximate number of projects TDOT would like to see listed in this section?

The information requested in A.1.a-i is required; project descriptions are not required. We also require the information listed in A.1.a-i to be provided in an unlocked Microsoft Excel spreadsheet. For this section, we want to see this information for all Phase I surveys conducted by the office, unit, branch, etc. that will be assigned to TDOT.

5. With regard to DBE, do we have to name a sub in Section C of our DT-0330 for specialized services such as LiDAR or 3D Printing (as seen in Section A)?

No, only list in Section C "Proposed Team" those subcontractors that are key team members or that are existing subcontractors.

6. Post recent shortlist announcement, please confirm we may augment our project team with sub-consultant(s) who may not have been previously identified in the LOI.

Correct.

7. Please provide a list of names and roles of the Evaluation Committee. Will this Committee evaluate both the DT-0330 Part II and Supplemental Information response?

A minimum 3-person team will review proposals including all requested information such as the DT-0330 Part II and Supplemental Information. Disclosure of the substance of confidential evaluation records is not allowed until contracts have been awarded. A more detailed de-briefing after the contract(s) have been awarded and the evaluation documents are public record can be requested.

8. We understand the Supplemental Information evaluation totals to 100%. How will the DT-0330 Part II documentation be evaluated? Are there separate criteria TDOT will use during the evaluation of that response?

Submission of the DT-0330 Part II is required for a complete proposal. Disclosure of the substance of confidential evaluation records is not allowed until contracts have been awarded. A more detailed de-briefing after the contract(s) have been awarded and the evaluation documents are public record can be requested. The overall submission (Part II and supplemental information) will be considered a representation of the kind of product that each firm might produce; so we will take note of things like completeness, typos and attention to detail, or presentation and formatting. Supplemental Questions, Section 1 Capabilities with Remote Sensing. For Infrared Imagery and LiDAR, please clarify if TDOT is specifically seeking consultant to collect raw data, process, or both.

We are primarily interested in post-processing and interpretation capabilities, but if you have capabilities to collect such data, please indicate.

9. Supplemental Questions, Section D. How will TDOT evaluate different geographic regions? Is it possible TDOT would select more than one firm, based on the strengths and experience in specific geographic region(s)?

Yes, it is possible that we will select multiple firms with overlapping or complementary strengths and experience, but selections will not be based solely on geographic experience alone. Our goal with D.1.e.i-iv is to get a sense of the range of staff experience working in various geographic regions within Tennessee and the mid-south.

10. Is it TDOT's preference to review an SF330 resume for all staff mentioned in project team organizational chart and also highlighted in Section D Staff Qualifications of Supplemental Questions, or may we submit key staff resumes only?

We do not want to see resumes for everyone in your firm. We're interested in key project management staff and those Principal Investigators and Field Directors who will be assigned to TDOT projects. We do not want to see resumes for crew chiefs, field/lab technicians, etc.

11. Supplemental Questions A.2., Can we include the electronic copies of Phase I and II Reports on the same CD/USB provided with the Proposal, or would TDOT prefer on a separate CD/USB?

Yes, the same CD/USB is fine.

12. Supplemental Questions B.2.a., What is the assumed size(s) of the Phase I archaeological Surveys being conducted simultaneously?

Assume they're each three mile, linear surveys with a standard width of 150' that involve 50% existing and 50% new location right-of-way.

13. Supplemental Questions E. Would TDOT like for us to also provide a brief scope of services for subcontractors who are not certified as a DBE as well?

No.

14. Under Part A., in question 1 the supplement asks we "provide in a Microsoft Excel spreadsheet the following information for each Phase I archaeological survey completed in 2016 by the unit, office, or branch that will be assigned to TDOT". We have multiple offices in several states supporting the proposal, do you want this information for each office or just the one that will be mainly working with TDOT?

The one mainly working with TDOT.

15. Under Part A., in question 3 the supplement asks that we provide three client references who can speak to our firm's performance on Phase I archaeological surveys. Do you want a signed letter from each reference or just the contact information for each reference?

Contact information only.

16. In Part C., the question asks to provide a list of example projects completed by the firm in the last 10 years. How many projects are expected to be listed? Are these projects the same as those listed in the DT-0330 Part II form under Section F or should they be different projects? Should the list of projects be presented in tabular or written paragraph format?

List no more than ten projects; they can be the same or different as those listed in Part II of the DT-330. Present them in tabular form or a simple list. We are looking for a representative sample of projects that "...demonstrate capability and capacity to complete a full range of archaeological investigations in support of the National Historic Preservation Act."

17. In Part D., Staff qualifications and experience, the supplement asks "Have applied for and received federal Organic Act permits in their name?" Do ARPA permits for Forest Service or National Park Service projects issued under the authority of the Organic Act fulfil this requirement?

Yes.

Ecology

1. The list of items skips from item 6 to 8. Please confirm there is no item 7 to be addressed.

Correct, there is no item 7 to be addressed.

2. Are there minimum requirements within #5 (Specialized Areas of Expertise) for in-house staff or is this a place to capture which specialized areas of expertise our in-house staff have?

Minimum requirements would include any active permit numbers as described. Other areas of expertise can be captured in item 6, Experience.

3. On DT0330 Part II Section B, it requests an Architect-Engineer point of contact. Our Point of Contact for this contract is a Biologist. Will this be permitted?

A biologist as a point of contact is acceptable.

4. We have recently hired employee(s) that will be listed as Key Personnel in our DT-0330 Part II, but are not listed on our DT-0330 Part I on file with TDOT. Can you confirm that we need to submit an updated DT-0330 Part I prior to submittal of our proposal?

Yes. If you wish to add these key personnel, you should update your DT-0330 Part I. Email it to Christine.Smotherman@tn.gov.

HazMat

1. As part of the contract, will CEC be responsible for asbestos abatement, environmental drilling activities (if necessary), removal of UST tanks and impacted soil, or other similar construction related activities or is this contract specific to consulting services only. Will CEC be required to

furnish all contractors as part of the contract or will TDOT provide the necessary contractors to complete specific hazardous material remediation activities.

CEC will be responsible for all activities listed above, and will be required to either self-perform or subcontract for the needed services. The hazardous materials office relies upon the on-call hazmat contractors to perform any and all services.

2. For the additional requirements outlined for the Hazardous Materials Contract, can you elaborate on what you would like for Item A.1? You request an org chart, resumes, example projects and participation in example projects (not already detailed in the DT-0330 Sections E, F, and G). This information is exactly what is supposed to be included in Sections E, F, and G
 - a) Are you looking for more than the 10 projects that Section F limits?
 - b) Are you looking for the people most likely to work directly on TDOT projects?
 - c) The requirement indicates this is for the TDOT specific proposed team only. Are we supposed to provide a different Team in Sections E, F, and G?

A.1 is looking for the TDOT-specific proposed team only. If this is the same team as previously listed, then no additional information is needed. In past proposals, some firms have provided information, expertise, and experience that turned out not to be provided by the team members that worked (or would work) on the TDOT contract. While this is acceptable from the standpoint it demonstrates there is an experience base to draw from, in the end that experience was not applicable or available on a day to day basis for TDOT projects. For these on-call contracts TDOT prefers to know the specific people that will be working on the contract.

Historic Preservation

1. Within the supplemental information document, it states: "Provide these Part II Additional Requirements in a separate attachment to the DT-0330 form, pursuant to Section H of the DT-0330 form."
 1. Are we allowed to reference the reviewer back to the 330 form instead of have a resume in the 330 form and the same resume in a separate format?

No.
 2. Or would you like to see the 330 form with 5 projects per resume and then a more detailed resume after Section H in a new format?

Yes, but the limit is one page.

2. For the Historical Preservation Submittal, the supplemental information document states: Under Section A. Company Information; “The company must have a minimum of one (1) full-time architectural historian in an office within 200 miles of a TDOT regional headquarters.” If we do not have one within the 200 mile radius, can we still submit qualifications to TDOT or would we need to decline?

You can still submit qualifications, but missing a key requirement will likely affect the proposal rating.

3. For Historic Preservation, Additional Requirements Section A states that resumes for architectural historians are to be limited to three pages. The next bullet point requests a list of specialized areas of expertise. Is that section to be included in the three page limit?

Yes.

4. Additional Requirements Sections B and C ask for information about work for southeastern and Tennessee DOTs, respectively. Both request “three (3) representative Section 106 reports that have been written by the individuals who will be assigned to work on TDOT projects.” Are these separate requests for three reports for other DOTs and three reports for TDOT? Can we submit reports not written for DOTs?

Yes, we are interested in both TDOT experience and other linear transportation project experience.

5. In regards to “specialized areas of expertise” in Section A – Company Information, are we to provide a list of specialized areas for the company as a whole or a separate list for each architectural historian?

For the company as a whole, but if you have specifics for the person assigned to do TDOT work, list them.

6. For Section C – TDOT Projects, contractors are asked to provide three representative Section 106 reports. Can these be general Section 106 reports or do they need to have been produced for TDOT?

They need to have been produced for TDOT.

7. Should DBE information pertaining to the prime contractor be included as well in Section C of the DT-330?

Yes; however, DBE ratings will not be applied to the prime contractor.

8. Question regarding DT-0330 Part II form Box 1: The form asks for the advertisement item number and description. There does not appear to be an advertisement number or standard description. What is the correct answer for this box?

Three Year Continuing Contracts—HP Services.

9. Question regarding DT-0330 Part II form Box 2: What is the correct advertisement date? Is it the October 6, 2017 date requesting the Letters of Interest (LOI), or is it November 22, 2017, as listed on the LOI response letter?

October 6, 2017.

10. The Historic Preservation Supplement says clearly “Do not edit or adjust the DT-330 form.” How do we list multiple staff resumes (Section E) and example projects (Section F) if we do not edit or adjust the form to include multiple entries?

Use one page per person to list multiple employees.

11. Please explain what is meant by this sentence in paragraph 2 of the supplement: “Each firm must also detail the proposal page number for each item in the appropriate space below.”

Put this in the order of the advertisement, i.e. A. Company Info goes first...etc.

Mitigation

1. The memo letter dated 11/22/17 regarding Request for DT-0330 Part II for 3-Year Continuing On-Call Contracts does not show a page limit. Is there a page limit for this submission?

No, there is no overall page limit for the DT-0330 Part II form. Please provide the necessary information to adequately answer the questions.

2. The memo letter does not specify if original signatures are needed. Are electronic signatures ok to use for the cover letter & forms?

Yes.

3. The Supplemental Information #1 is asking for one page resumes in an appendix, however the DT-0330 is also asking for one page resumes, do you want different resumes in each section and if so, is there a limit for how many resumes we can show? Also, should the Appendix of resumes go at the end of the submission or before #3. Conflict of Interest Form and #4. Subconsultant signed letters?

The resumes can be the same for the DT-0330 and the Supplemental Information. The resumes in the Supplemental Information Appendix can include additional information that is not requested in the DT-0330. There is no limit on the number of resumes that can be included, as

long as the resumes are for full-time staff members that have actively worked on mitigation projects within the last five years and will be working on this contract. Please clearly indicate where the resumes can be found in the submittal.

4. The Supplemental information #3 is asking for ten one page project sheets within the last ten years, however the DT-0330 is asking for ten one page project sheets within the last five years. Can these projects be the same in both sections or do we need to provide 20 different project sheets completed within the last five years?

Per Supplemental Information #3 and the DT-0330, there are no specific date ranges required for the projects. Projects from both forms will overlap.

5. If selected, what type of procurement process would this contract be? Is it a design bid build, full delivery, design build, etc.?

This is an on-call contract for engineering and technical services. If selected, estimates for services will be requested as needed and work orders will be issued for requested services.

6. What other firms were selected to provide phase II information?

This information will be provided in a separate list, sent along with answers to firm questions.

7. Is the Certified Professional in Erosion and Sediment Control (CPESC) credential considered equivalent to the EPSC Level 2 certification for the purposes of the DT-0330 Part II Additional Requirements submittal?

- a) Section 3.1.1 of the General NPDES Permit for Discharges of Stormwater Associated with Construction Activities, Permit No. TNR100000, effective October 1, 2016 establishes the equivalence of the CPESC and the EPSC Level 2 certifications for preparation of the narrative portion of the SWPPP (requirements for licensed professional engineers or landscape architects to stamp and certify plans and specifications for structures involving structural, hydraulic, hydrologic or other engineering calculations are also established in this Section). Sections 3.1.2, 3.5.8, and 3.4.1 of TNR100000 establish the equivalence of the CPESC, EPSC Level 2, and licensed professional engineer or landscape architect for performing site assessments, inspections, and preparing SWPPPs for discharges into waters with unavailable parameters or exceptional Tennessee Waters under this permit.

Yes, CPESC will be considered equivalent to the EPSC Level 2 certification.

8. What is the general anticipated order of operations for mitigation projects under this contract?

Generally, mitigation services may include site identification, site data collection, compensatory mitigation plan development, ROW and construction plan development, construction inspection, and post-construction monitoring.

- a) For example is a full delivery model anticipated in which the consultant identifies, purchases, and develops the mitigation site prior to receiving compensation?

This contract will not be used for full delivery.

- b) Alternately, does TDOT anticipate purchasing mitigation sites identified by the consultant then contracting the consultant to design, permit, and construct the mitigation project?

TDOT may obtain ROW for mitigation sites identified by the consultant. TDOT may issue a work order for the consultant to complete site data collection, compensatory mitigation plan development, ROW and construction plan development, construction inspection, and/or post-construction monitoring. Firms will not be responsible for construction under this contract, but may be involved with construction oversight of mitigation projects. TDOT will likely retain responsibility for real estate acquisitions and permitting. We may use mitigation sites identified by the consultant, or may contract design work on mitigation sites that have been identified by other parties.

9. Regarding item numbers 11 and 12 (Development of stream and wetland compensatory mitigation banks), can we list "Permittee Responsible Mitigation" sites under these sections? I don't believe there are any sections that specifically ask for Permittee Responsible Mitigation experience.

Question 16 asks for stream mitigation projects completed in the southeastern US, which would be an appropriate area for permittee responsible stream mitigation projects. Please answer the questions with only the information being requested.

NEPA

1. Regarding item NEPA 2: if it's possible to incorporate the requested information in the DT-0330 Section E form for each individual, is it acceptable to do so, or is this information required to be provided in Section H?

If possible, please incorporate the requested information in the DT-0330 Section E form adhering to the page limit given for NEPA 2. Additional information can be provided in Section H, but this is not a requirement.

2. How many pages are allotted for Section H of the DT-0330 Part II form? Are we allowed to provide additional pages?

There is not a set page limit for Section H; however, adherence to the defined page limits for NEPA 1-14 is required.

3. Will 11X17 sheet size be considered 1 page or 2 pages if used for the requested tables?

An 11x17 sheet will be considered one page.

4. NEPA 3 asks for the prime to list up to 10 linear projects for each category of environmental document (CE, EA, EIS, Reevaluations) that current, full-time employees have worked on in the **past two years**. Yet in the LOI, we were asked to include **CE's within the past three years**, and **EA, EIS and Reevaluation projects within the past 6 years**. The LOI requirement seems more appropriate, because EA and EIS projects are less common these days. Can you clarify whether you will consider projects beyond the two-year window?

The timeframes provided in the LOI Advertisement will be maintained. Documents listed within the past three years for CEs and within the past six years for EAs, EISs, and EA/EIS Reevaluations will be considered.

5. We are also unclear where to find the Advertisement Item number.

Please refer to the Item Reference in the middle column as shown on the DT-0330 Part II Additional Requirements form.

Permits

1. Will one proposal be acceptable for CDM Smith, since we are pursuing this contract in Regions 1, 2 and 3? Or will TDOT require three separate submittals?

This should be one submittal. Contracts are given on a state-wide basis, and not per Region.

2. Due to the geographic breakdown of the TDOT Regions, each proposal would depict staff from all our Tennessee offices in order to perform assigned tasks in the most efficient way.

This should be one submittal. Contracts are given on a state-wide basis, and not per Region. Please include all staff from Tennessee offices.

3. Several members of our professional staff have received specialized training and have been practicing in each of the above mentioned categories; however, the training was received more than five years ago. Should these be listed or just addressed on the resume?

This should be "training provided", as in training that your firm has given to other people. This is not intended to include training that your employees have received.

4. The listed GPS/GIS and database software are very general process applications; whereas, MicroStation is a specifically listed CAD-process software title.

- a) Because MicroStation is listed specifically, is the use of AutoCAD unacceptable?

Because TDOT uses MicroStation for design software, AutoCAD will not be acceptable.

- b) If MicroStation is required, could a firm be considered and acquire a license of MicroStation after being awarded the contract?

Yes the firm could. However, missing a key requirement will likely affect the proposal rating.

- c) What are the specific software compatibility

For CAD processes, Microstation will be needed in order to gain points for having this software.

- 5. Customer relationship management (CRM) software includes hundreds of different database applications tailored to multiple industries and niche businesses with a primary focus on marketing. What is the specific use and type of data to be analyzed with the database? Consultant accuracy and efficiency, permit tracking, cost analysis, construction scheduling, etc.?
 - a) What specific software is TDOT using for these applications?
 - b) Is a specific software title or version required to fulfill the obligations of the contract?

This will include, but is not necessarily limited to, permit tracking. For credit for this question, general knowledge of the process and the ability to obtain any required software at a later date will suffice for points to be awarded for CRM.

- 6. In reference to the last bullet under item #2 which is part of the Additional Requirements: Is TDOT looking for each company to provide a table showing “training provided by the firm” or “training that each staff member has attended”?

This should be “training provided”, as in training that your firm has given to other people. This is not intended to include training that your employees have received.

QAQC

- 1. The Request for DT-0330 Part II for 3-Year Continuing On-Call Contracts instructs: *For each area, please submit a detailed project proposal . . .* Does TDOT require a separate proposal for each region (R1, R2, R3 and R4)? Or, is one proposal addressing all four regions acceptable?

Please use a separate proposal for each region for which you’re submitting.

- 2. If subconsultants/subcontractors were not presented in Letters of Interest, will TDOT accept subconsultants/subcontractors included with proposals?

You may include subconsultants in your proposal.

General

1. We did not intend to utilize subcontractors when we prepared and submitted our letter of interest (LOI). Now that we are preparing the Part II submittals, we believe that our team would best serve TDOT by including a key teaming partner on one or more of the contracts. Does TDOT object to us including a subcontractor on our Part II submittal if we stated in LOI that we did not anticipate utilizing subcontractors?

You may include this information on your proposal, and it will be considered.

2. On your initial web advertisement for consultant services (<http://www.tn.gov/tdot/article/transportation-environmental-business-services-office-ad-for-consultants>) you note that contracts will have a five (5) year duration, but your recent Letter of Interest response notes "3-Year Continuing On-Call Contracts." Could you please clarify?

These contracts will expire five years from the start date. However, new work orders will only be issued during the first three years. During the last two years, work may be completed for previously issued orders.

3. If DBE subs are included for a specific service(s), but those services are not required during the life of the contract will this be considered non-compliant?

If a firm has been awarded additional rating points for proposing to use a DBE subconsultant firm, it is expected that a firm will use a DBE firm at some point over the course of the contract. This will be evaluated at the end of contract term for compliance.

4. Are 11X17 sheet size acceptable to use for requested tables?

Yes. Electronic submissions are also acceptable.